

## **MVAC MINUTES – AUGUST 11, 2004**

The meeting was held on August 11, 2004 at the Division of Wildlife. Larry Wegrzyn started the meeting at 9:00 am. Larry introduced two new people, Jon Reitan – fiscal officer and vehicle coordinator for the Department of Agriculture and Wendy Schultz – fleet coordinator for DONR – Oil and Gas.

In Attendance: Cher Threlkeld – DOW, Barb Garcia – DOHE Metro State, Ronni Hunter – DOR Gaming, Carol Hoisington – CDOT, Dave Monson – DOC, Ray Nelson – DOIT Telecommunications, Jon Reitan – DOAG, Mary Anne Kramer – CBI, Linda Sumrall – DOR Lottery, Barbara Taylor – DOHE UNC, Michael Stadler – DOHE UNC, Mercedes Schwall – DONR Parks, Russ Wilcox – DOHE CU Colorado Springs, Wendy Schultz – DONR Oil & Gas, Hugh Wilson – DOL, Nancy Martinez – DOHE Pikes Peak CC, Paul Hartman – DOHE Pikes Peak CC, Steve Krause – DOHE Pikes Peak CC, Karen Neuschwanger – CDOT, representing State Fleet – Larry Wegrzyn, Terry Sisneros and Bob Schley.

### **Updates**

- Web Development – Adam Hiatt has resigned. SFM wishes him well and he will be missed. Some aggressive plans on the web are going to be interrupted. SFM will be working on finding alternative sources of web development and filling the vacancy. A few things that Adam was working on in the end and were about ready to roll out, we do not know if we will be able to do that. Example was the Fuel Card Request form, the locations pull down bar was a problem because some of the addresses were not correct. We were going to have him remove this feature and have it default to a blank form. This is still on the form; you will need to go to “new location” to bring up a blank form.

Commuting – A number of questions were asked about rules and statutes. A discussion followed regarding possible interpretations and the reasoning behind some of the proposed changes. SFM is awaiting a ruling on proposed rule changes currently before the AG’s office, as well as the results of a Legislative Audit. Once these processes are completed, SFM will be able to advise the Council on the actual results and decisions.

SFM sent out the commuting spreadsheet only to agencies with commuters. These must be updated and sent back ASAP (on July 23 this was requested by August 13). SFM is currently writing specifications for the CARS commute module. However, some of the programming must be held until we know the disposition of proposed rule changes and audit results. Are there any thoughts or input? SFM will follow up at least annually.

- Follow Up – Michael Stadler brought to Larry’s attention something that was previously said, “vehicles that are not used much”, Michael explained that just

because a vehicle does not have a lot of mileage does not mean it is not used much. Larry meant they do not get a lot of miles.

The underutilized report was distributed for FY04. There were only 20 vehicles for non-DOHE. This is less than last year. Higher Education had more than last year. In their defense there can be legitimate reasons, for example if you have a small campus and vehicles do not put on many miles. There was a suggestion about creating a new category or sub-category under the utilization codes for small parks and small campuses. This was discussed previously. This can be justified with an explanation.

Announcement regarding SFM invoices, SFM01R and 02R billing invoices, these are now online through Document Direct. These will not be printed anymore and sent out. There is some question about archiving the documents and how far back electronically you can go to retrieve an old document. SFM will print and archive one set. If anyone needs an SFM07R call Renee Covard. This is not available on Document Direct. Document Direct is done by GGCC and generates invoices online. Would anybody like more information or a demo of Document Direct? No.

- Replacements – SFM has submitted the proposal for FY06. SFM came up with a big number of replacements. It is important to have a unified voice to approach the OSPB. It was previously talked about having each agency get with their budget people and have them talk with their OSPB analyst and discuss the need for replacements whether it be for safety or economics. SFM makes the case about safety, reliability, down time to staff, increased maintenance and decreased salvage value. These issues are brought up in our decision item write-up.

Has anyone talked with his or her department OSPB analyst? No response. SFM talked about putting together a log regarding safety issues. Please send any examples of safety issues from the field to Larry Wegrzyn – SFM.

Is the SFM submission to the OSPB a public document? Not until November. The OSPB submits it to the JBC for approval. After it is approved it can become a public document. If SFM distributes it early the question becomes, “is this approved”? This could set expectations that may later be turned down by the JBC. It was suggested that SFM share rationale with the agencies, not the numbers. SFM will check with Scott Madsen and DPA if it can distribute the rationale. (Nothing regarding replacements can be publicly distributed – other than to fiscal officers – until they are public record, that is, JBC approved).

FY05 Replacements – 755 non-general fund vehicles are approved for FY05. Bids will go out after September 7, 2004 and returned by September 28, 2004. They will then be evaluated. Order packets will be sent out the first week of November 2004 and returned by the end of November 2004. Vehicles will be ordered in early December 2004. There will be a normal delivery cycle.

## **Operations**

- Authorizations – Bob S. – SFM is putting a lot of money into vehicles that they do not want to fix. SFM does not have a lot of choice with no replacements. Vehicles keep getting older and more miles. By not replacing vehicles we pay more in maintenance. SFM will share this analysis with agencies. Agencies can go to Customer Reports in CARS and look at the Cost Report. You can compare and select certain date ranges.

Ronni Hunter – DOR Gaming asked if agencies were trying to increase their fleet. DOR Gaming would like to try to increase their fleet. They would need to submit the Additional Vehicle Request Form with justification reasons. If their vehicles were reduced because of the 10% reduction they will not likely be able to increase their fleet.

- Odometer Logs – SFM will try not to send out odometer logs unless you do not have Internet access. Odometer logs will all be recorded electronically rather than faxed to SFM.
- CARS – No information available.

Are there any suggestions for presentations?

Vehicle Care as Part of the Evaluation – Ronni Hunter, Linda Sumrall, Michael Stadler, Dave Monson, Roger Friedrich and Bryan Flansburg?

Accidents – SFM, Bob Giovanni?

SFM Authorizations is short one person – Glen Jones has resigned.

The meeting was adjourned at 10:17 am.

The next meeting will be September 8, 2004 at 9:00 am. The meeting will be at the Division of Wildlife, 6060 Broadway, Big Horn Room.